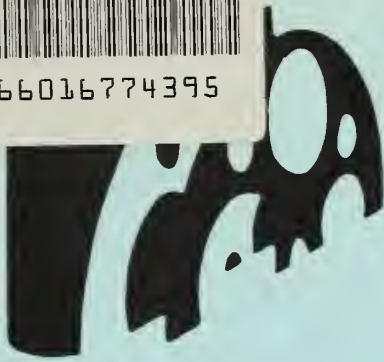


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Massachusetts Board of Library Commissioners

GOVERNMENT DOCUMENTS

COLLECTION

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Library of Massachusetts

648 Beacon Street
Boston, Massachusetts 02215

Description of the agency and its operations

(187/L)

MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS

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April, 1978

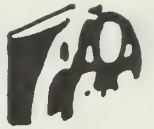
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Massachusetts Board of Library Commissioners



The Massachusetts Board of Library Commissioners is the agency of state government with the statutory authority and responsibility for coordinating the total library enterprise in the Commonwealth. In this position, the Board initiates, establishes, and exercises primary leadership for and direction of the Commonwealth's effort to develop and improve library resources and services.

The Comprehensive Library Media Services Act of 1974 is only the most recent expression of the Board's mandate. By that Act, the Board is charged to initiate and establish a statewide program for the improvement of library and media resources for all citizens. Within this charge, the policies of the Board emphasize three areas: improving library services for those with specialized needs; improving libraries that have limited resources and provide inadequate service; and cultivating cooperative programs to remove barriers that have traditionally separated major library resources from large portions of the population.

Earlier legislative enactments such as the establishment in 1960 of a program of direct state aid grants to public libraries and of state-funded regional public library systems, are also expressions of the Board's determination to insure equal access to and effective delivery of library resources and services for all the Commonwealth's residents. Indeed, the establishment of the Board itself in 1890, as the first state library agency, recognized the need for state level initiative, coordination and leadership in the development of libraries.

The statutory framework within which the Board operates is found in the Massachusetts General Laws, Chapter 78, sections 14-31, as amended by Chapter 565 of the Acts of 1977. The Board consists of nine members, appointed by the Governor for staggered five-year terms. The policies of the Board are carried out by salaried staff. Administratively, the Board and its staff, hereafter referred to as the state agency, exists as an independent agency within the Executive Office of Educational Affairs.

Chapter 565 of the Acts of 1977 further provides for the establishment of school library and nonprint media services under the Board of Education. Although this action shifts responsibility for school libraries away from the Board of Library Commissioners, coordination of inter-library cooperative activities including those which affect school libraries, remains a mandated responsibility of the Board.

The organization of the state agency staff reflects the statutory responsibilities and policy priorities of the Board of Library Commissioners. The activities conducted by the staff are described in the following pages.

The following list of advisory committees to the Board of Library Commissioners indicates the breadth of participation possible in statewide library planning and development by other than the salaried staff of the state agency.

Massachusetts Board of Library Commissioners



CURRENT ADVISORY COMMITTEES

The Board of Library Commissioners establish committees in response to their mandated responsibilities or expressed needs in specific areas. Those presently active which illustrate the Board's efforts toward obtaining broadly-based input are as follows:

MASSACHUSETTS STATE ADVISORY COUNCIL ON LIBRARIES

Formed to comply with Public Law 91-600, as amended by Public Law 95-123 (Library Services and Construction Act). Members are representatives of all types of libraries and users, including the disadvantaged. Chairman, Benjamin Hopkins, Librarian, Massachusetts College of Art. BLC staff liaison, Mary Burgarella.

COMMITTEE ON CERTIFICATION OF LIBRARIANS

A standing committee of professional librarians required by statute, and charged to make recommendations to the Board regarding the certification law, and especially the qualifications of library personnel required for certification. Membership includes librarians from academic, public, and special libraries. Chairman, Dr. James Baughman, Assoc. Professor, Simmons College, School of Library Science, Boston, MA. BLC staff liaison, Janet Price.

AD HOC COMMITTEE ON MINIMUM STANDARDS EVALUATION

An ad hoc committee consisting of seven public librarians, three public library trustees, and one staff member of the Board. It has been constituted to evaluate current state aid eligibility standards, develop new or amended standards, and draft appropriate legislation or regulation revision. The present chairman, John Moak, Director, Newburyport Public Library. BLC staff liaison, Roland Piggford.

PERSONNEL STANDARDS ADVISORY COMMITTEE

An ad hoc committee of professional library educators, school, public, special and academic librarians. The committee has prepared a booklet offering guidance to library administrators and staffs of public libraries and private academic libraries in the area of collective bargaining. It will review and make recommendations to the Board for revision of existing standards for personnel in the

regional public library systems and existing minimum public library personnel standards for eligibility for state aid. Chairman, Robert Stueart, Dean, Simmons College, School of Library Science, Boston, MA. BLC staff liaison, Donald Buckholtz.

REGIONAL ADVISORY COUNCIL FOR THE CENTRAL REGIONAL PUBLIC LIBRARY SYSTEM

Charged with advising the Board of Library Commissioners including preparing for the approval of the Board of Library Commissioners the annual budget and plan of service for the state-funded Regional Public Library System. Membership is representative of public libraries in System's cities and towns; i.e. the chief librarian or a trustee of each municipality affiliated with the Regional Public Library System. Required by statute. Chairman, Janet Baker, Director, Conant Free Public Library, Sterling, MA. BLC staff liaison, Nancy Johmann.

REGIONAL ADVISORY COUNCIL FOR THE EASTERN REGIONAL PUBLIC LIBRARY SYSTEM

Charged with advising the Board of Library Commissiners including preparing for the approval of the Board of Library Commissioners the annual budget and plan of service for the state-funded Regional Public Library System. Membership is representative of public libraries in System's cities and towns; i.e. the chief librarian or a trustee of each municipality affiliated with the Regional Public Library System. Required by statute. Chairman, Mrs. Vivian McIver, Needham Public Library, Needham, MA. BLC liaison, Nancy Johmann.

REGIONAL ADVISORY COUNCIL FOR THE WESTERN REGIONAL PUBLIC LIBRARY SYSTEM

Charged with advising the Board of Library Commissioners including preparing for the approval of the Board of Library Commissioners the annual budget and plan of service for the state-funded Regional Public Library System. Membership is representative of Public Libraries in System's cities and towns; i.e. the chief librarians or a trustee of each municipality affiliated with the Regional Public Library System. Required by statute. Chairman, Connie Clancy, Director, South Hadley Library System. BLC liaison, Nancy Johmann.

AD HOC ADVISORY COMMITTEE ON REGIONAL PUBLIC LIBRARY SYSTEMS

A seventeen-member committee appointed by the Board of Library Commissioners for the purpose of advising the Board on matters related to the concept, scope, and administration of Regional Public Library System services. The committee is broadly representative of current interest groups and geographical areas. Together with the Board staff, it is expected to prepare for the Board's approval a document or documents giving formal expressions to definition, guidelines, and regulations pertaining to the Regional Public Library Systems

as specified in a twelve-point charge. Co-Chairman Alice Cahill and Mrs. Sally Lymberg, New England Serials Service, P.O. Box 130 West Side Station, Worcester, MA 01602.

CORE COMMITTEE FOR GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES

An eleven-member committee representative of statewide library organizations and/or types of libraries who should be involved from the outset with planning a Governor's Conference on Libraries and Information Services which is to precede a White House Conference. Each committee member has responsibility for keeping its parent organization informed and in readiness for involvement. The committee works closely with the Citizen's Advisory Committee appointed by the Governor to plan the Governor's Conference now scheduled to be held in Spring 1978. Chairman, Alice M. Cahill, Acting Director Board of Library Commissioners.

ADVISORY COUNCIL COORDINATING COMMITTEE

Activated only when the Board of Library Commissioners seek recommendations in planning specific areas of cooperation among the three state funded regional public library systems. Membership includes public librarians and library trustees.

OMNIBUS COMMITTEE ON LIBRARY LEGISLATION

A committee of 36 members representative of all library associations and other groups having a legitimate interest in libraries of all types designed to study, analyze, compile, organize, and delineate existing laws and regulations relating to libraries. The committee will prepare a written report covering library establishment and administration, regulation, development and funding, and make recommendations for legislative and administrative changes. Chairman, Richard Starkey, Wilbraham Public Library, Wilbraham, MA.

REGIONAL COST STUDY TASK FORCE

A committee of fifteen members appointed by the Board to make recommendations regarding those regional activities to be specified in a formal Request for Proposals for a Cost Analysis of Massachusetts Regional Public Library Systems and to make recommendations regarding measurement concepts appropriate to such activities. BLC staff liaisons, Roland Piggford and Nancy Johmann.

Massachusetts Board of Library Commissioners



Listed below are the salaried professional staff of the Board of Library Commissioners; for assistance in any of the specified areas, feel free to contact the respective consultant(s) at 267-9400 or toll free, 1-800-952-7403.

COLLECTION SERVICES - Catherine McCarthy, Kate Kruschwitz

INTERLIBRARY COOPERATION - Marilyn Curtis

LIBRARY SERVICES AND CONSTRUCTION ACT - Mary M. Burgarella

GENERAL PROGRAM PLANNING, GRANTSMANSHIP,

PROPOSAL WRITING - Lesley C. Loke

LIBRARY PROGRAMS FOR THE INSTITUTIONALIZED - Joan Bostwick,
Marnie Warner

LIBRARY PROGRAMS FOR THE HANDICAPPED - Tom Ploeg

LIBRARY PROGRAMS FOR THE DISADVANTAGED - Jana Varlejs

NON-PRINT MEDIA - Louis Kanus

PLACEMENT AND REFERRAL - Wilton Burwell

PLANNING AND RESEARCH - Roland Piggford, Mary Litterst, Donald
Buckholtz, Eileen Stephens

PUBLIC INFORMATION - George Shea

STATE FUNDED PUBLIC LIBRARY PROGRAMS - Nancy Johmann

DIRECT STATE AID, CERTIFICATION - Janet Price

REGIONAL PUBLIC LIBRARY SYSTEMS - Nancy Johmann

Collection Services

The Resource Center consists of a professional library science collection predicated on the needs of practitioners, trustees, municipal and state officials, and others concerned with libraries. Its book, periodical and pamphlet holdings cover a wide range of topics in library service and development including personnel, finance, governance, materials collection building, and physical facilities. Librarians and others interested in libraries are encouraged to borrow or work in-house with these materials.

Professional reference service is also available during agency office hours, drawing on both the collection and the expertise of the agency's consultant staff. Free interlibrary loan service is also offered; photocopying is provided without fee up to twenty-five pages.

The professional collection is acquired and processed by a technical services unit; this unit also processes print and non-print materials for the libraries of several state institutions.

Inter-Library Cooperation

The Comprehensive Library Media Services Act of 1974 charges the Massachusetts Board of Library Commissioners with responsibility for the establishment and development of cooperation and coordination among "library media centers;" this encompasses public libraries, school libraries, school media centers, academic libraries, state or county institutional libraries and special libraries.

From its inception to the present, this mandate has not been supported by state appropriation. As a result the Board's ability to realize effective inter-library cooperative activities has been limited to meager federal appropriations under Title III of the Library Services and Construction Act.

The cooperating groups of libraries participating under the LSCA Title III grant program form a basis upon which statewide communication can be built. Though limited in the amount of financial incentive that can be provided to libraries for cooperative purposes, the Board's staff are able to offer consultant services relative to the formation of a cooperative group, policies and procedures governing group activities and methods for determining the viability of alternative activities the group might undertake.

Staff attempt to meet regularly with various cooperating groups throughout the state and in doing so, try to provide a necessary link for transmitting information from one group to another. Such information can eventually serve to monitor the current state of cooperation as well as future trends which might subsequently be supported by state monies. Staff is also available to meet with librarians interested in exploring cooperative activities

Library Services and Construction Act

The purpose of LSCA is "to assist the States in the extension and improvement of public library services in areas of the States which are without such services or in which such services are inadequate, and with public library construction, and in the improvement of ... library services for physically handicapped, institutionalized, and disadvantaged persons, in strengthening State library administrative agencies, and in promoting interlibrary cooperation among all types of libraries."

The four titles under the Act are administered by the LSCA Program Unit staff of the Massachusetts Board of Library Commissioners. The unit is divided into administration and grantsmanship, services for the institutionalized, services for the blind and physically handicapped, and services for the disadvantaged.

TITLE I - PUBLIC LIBRARY SERVICES

Grants are awarded to assist the States to:

1. develop and improve library services in geographical areas and to groups of persons without such service or with inadequate service;
2. provide library services for:
 - a. residents of State-supported institutions,
 - b. physically handicapped,
 - c. disadvantaged persons in urban and rural areas,
 - d. limited English-speaking,
 - e. elderly;
3. strengthen metropolitan public libraries which function as regional or national resource centers;
4. strengthen the capacity of the State library agency to meet the library and information needs of all the people;
5. support and expand services of major urban resource libraries which because of the value of their collections to individual users and to other libraries need special assistance to furnish services at the level required.

PUBLIC LIBRARY GRANT PROGRAMS

Grants under the Massachusetts LSCA Title I program for improving public library services, are dispersed throughout the state in two ways. Project grants are awarded to municipal public libraries and the Regional Public Library Systems through a proposal process under the Special Projects Grant Program; Title I monies are also used in statewide projects designed and coordinated by the state library agency.

Statewide projects are developed by the state agency in response to expressed or assessed need. A current example will serve to illustrate the process typically used in implementing such a project. In response to needs expressed by the County Law Librarians, a two-phase project was developed by the state agency's Institutional Specialist who has experience in legal reference work. The first phase of the project involved a series of workshops for reference librarians who have responsibility for legal materials. The workshops were conducted jointly with Governmental Law Librarians. As part of this project, LSCA monies were used for the production costs of the manual entitled Basic Law Collections for Mass. Public Libraries. Following this training in the selection, use and maintenance of legal collections, LSCA Title I grants were made available to those libraries from which workshop participants were drawn. These grants made possible the initiation and/or expansion of legal collections supported by the reference librarians who participated in the workshops. Such model collections, with concomittant reference services will now be available throughout the state, with the updating costs for materials being absorbed by local monies.

Special Projects grants are awarded through a proposal process to individual municipalities and to the Regional Public Library Systems, to provide services to those who are inadequately served and, in the case of regional systems, to improve services provided by all public libraries. Special emphasis is also given to projects which assist in the training and education of library staff members and trustees, and to those which improve library public relations.

Since its inception, approximately 276 of the state's 345 cities and towns with libraries, have received monies directly under the Title I program. Of the remaining municipalities, a few have declined the invitation to participate. Projects funded include programs for the disadvantaged - the elderly, the limited and non-English speaking, the low-income, the geographically remote, and others - as well as the development or expansion of services to particular age groups - children, young adults, adults. Various innovative approaches in services have been demonstrated under the Title I program, including the use of audio-visual media, videotape production, cable TV broadcasting, networks for information and referral services, community-based programming outside the library facility, and programming in conjunction with other groups, agencies, or institutions.

The Special Projects Program aims to demonstrate model programs which are initially funded by federal monies and subsequently absorbed at the same or at a modified level by state or local sources of funding. One step toward evaluating the program was a recent survey conducted among grant recipients of past years to assess what

proportion of these projects are still on-going and, for those which have stopped, to identify the reasons. Although the survey results are not complete as of April 1978, a sampling of the returns indicates that approximately 75% of the projects are still on-going, with 35 % having expanded from the level established in the original program plan.

TITLE II - PUBLIC LIBRARY CONSTRUCTION

The purpose of Title II - Public Library Construction - is to assist communities to provide adequate library facilities for their residents. From 1966 through 1973 (the period during which Title II monies were appropriated by Congress), forty-eight municipalities received grants for between ten and twenty-five percent of the cost for renovating, expanding, or building a new public library facility. These grants represented over four and a half million dollars in federal support. The importance of future Congressional appropriation under Title II is evident in the 1977 amendment to the act which allows the removal of architectural barriers and the conservation of energy as eligible project activities under Title II. Such funding would assist Massachusetts public libraries to comply with federal regulations governing facility accessibility and the conservation of energy.

TITLE III - INTER-LIBRARY COOPERATION

The purpose of Title III - Interlibrary Cooperation - is to stimulate the coordination of all types of libraries and special information centers to provide a statewide network for resource sharing. At least two types of libraries - school, public, academic, or special - must be members of a cooperative group in order for the group to be eligible for funding under this title.

Although the annual appropriation is minimal under Title III (Massachusetts allocation in FY1978 is under \$73,000), the State is able to provide some financial incentives for cooperation among different types of libraries. Due to the limit of monies available, state priorities are established in addition to those specified in the legislation. These priorities emphasize a formal basis for cooperative activities that may take the form of incorporation, a written agreement or by-laws, membership fees, and/or paid staff. From 1969 through the present, approximately a dozen cooperating groups, representing all types of libraries, have been assisted by Title III monies in such activities as the production of union lists of serials, the establishment of information and referral services, the creation of information networks linking specialized materials in such fields as consumer health information.

Since 1973, Title III monies have also been used to pay the State's annual contribution to the New England Library Board (NELB), a regional organization whose Executive Board consists of the directors of the six New England state library agencies. NELB administers the New England Document Conservation Center, a workshop with the facilities and staff to restore and preserve the sound physical condition of books, prints, manuscripts, etc. NELB also provides such services as a clearinghouse for library meetings in New England, and coordination of the functions involved in planning for continuing education, ethnic services, legislative efforts, and NELB-NELINET cooperation. Massachusetts is authorized to participate on the NELB under the provisions of the New England Interstate Library Compact.

TITLE IV - OLDER READERS SERVICES

The purpose of Title IV - Older Readers Services - is to provide library services for the elderly including the purchase of special library materials, payment of salaries for elderly persons who wish to work in libraries, provision of in-home visits by library personnel to the elderly and the furnishing of transportation to provide the elderly with access to library services. From its inception in 1973 to the present, this title has never received an appropriation from Congress. In Massachusetts, library services for older readers is treated as a priority under Title I, to compensate for the lack of funding under this title.

* * * * *

Each state is required to prepare its own program based upon its needs and the federal priorities for the expenditure of funds received through annual appropriation. The program developed for Massachusetts is entitled Linking Information Needs: Massachusetts Long Range Program for Library Development.

Programs for the Institutionalized

Any strong institutional program cannot afford to be without effective library service. Incorporating the philosophies of the school, public, and special libraries, the institutional library should be the information and materials center support the total rehabilitation program.

It was not until 1966, when Title IVA specifically earmarked Library Services and Construction Act (LSCA) funds for state institutional libraries, that the Board of Library Commissioners received funding to strengthen its program. In 1967, a Library Planning Study indicated that only six of the institutions surveyed had resident libraries, that none of these had a professionally trained librarian, and that library collections were composed primarily of donations with little specialization of resources. Library expenditures ranged from \$0 to \$6.25 per resident for materials.

Since the inception of Title IVA, nineteen state institutions have received a total of \$517,450 in federal funds to develop their resident libraries. Primary emphasis was placed in the Department of Corrections where inmates are more vocal in demanding libraries as their right; all 5 major institutions now have libraries. Since 1976, the focus of the institutional unit, reflected in the Long Range Program, has switched to establishing libraries in the Department of Mental Health.

Although library service in state institutions has shown marked improvement in recent years, Massachusetts still lags far behind in approaching National Standards. Four departments are eligible to receive federal funds and advisement from the Institutional Unit. These departments currently operate fifty-nine facilities serving 16,672 residents.

Human Services Department	Avg. Daily Pop. FY77	# of Inst.	# of Libr.	# of Cert. Librarians
Dept. of Corrections	2,730	8	6	5
County Jails and Houses of Correction	2,329	16	5	1
Mental Health Schools & Regional Centers for the Retarded	5,351	8	2	2
Mental Health Hospitals and Centers	4,394	17	9	1.5
Public Health Hospitals	1,681	7	6	.5
Dept. of Youth Services	187	3	0	0
TOTAL	16,672	59	28	10

Where institutional administrators have hired professional librarians and applied for federal funds to establish a library, the library has become an integral part of the rehabilitation program. In corrections, special legal collections are now available for research in addition to the general residents' library. In two schools for the mentally retarded, the collection is made up of games, toys and educational media. In hospitals for the mentally ill, bibliotherapy can facilitate group interaction.

Chapter 78 Section 19E(4) of the Massachusetts General Laws provides for the establishment and development of library media centers in county and state institutions. To date no state appropriation has been made to fund this section.

Programs for the Handicapped

With the passage of PL 89-511 in 1966, services to blind and physically handicapped persons became a mandated component of the LSCA legislation. Between FY 1968 and FY 1976, approximately \$600,000 in LSCA monies were expended by the Massachusetts Board of Library Commissioners to encourage the development of library services to this group at the local, regional and state levels.

LSCA monies have been utilized at the state level to foster communication between service providers working with the blind and physically handicapped. Such projects as the publication of ACCESS: A Guide to Massachusetts Public Libraries Serving Persons with Special Needs, the compilation and distribution of information packets, the employment of a consultant and area-wide workshops focusing on service for the handicapped, have been effected as part of the Title I program.

Services for blind and physically handicapped persons are provided by a number of libraries and other agencies. The Library of Congress talking and braille book program which is a major provider of service to disabled persons, is operated by the Massachusetts Commission for the Blind and Perkins School. That library program with its subregional library at Worcester now serve approximately 7,000 of the estimated potential 310,000 eligible persons. These libraries have received LSCA funds to implement and develop their individual programs. For example, the Regional Library received a grant to purchase cassette duplicating equipment which increased its capability to serve cassette readers, and the Subregional Library has received funds to employ staff, who have been involved in computerized record keeping. In addition, non-library agencies have also received grants. These include the Massachusetts Association for the Blind - Communication Center. This agency is now operating a community based volunteer recording program which is preparing tapes in Portuguese and Italian.

Significant amounts of LSCA monies have been granted to local libraries to encourage the provision of library services to blind and physically handicapped persons via the local community library. Grant programs have involved volunteer recording center, the installation of TTY units for the deaf, the purchase of aids and other equipment for the disabled. In FY1975 and FY1976, eighty-eight libraries participated in five grant programs that were intended to extend services to visually and physically handicapped persons and the deaf.

Non-Print Media

The Non-print Media unit provides consultation and training in media selection, production and utilization for public librarians throughout the state. By means of field visits, workshops and demonstrations, the staff seeks to assist librarians as they integrate newer media into library collections and programs. Some forty workshops were conducted during the past fiscal year. Some of these have been offered in cooperation with other agencies, such as Massachusetts Educational Television.

A Summer Media Institute is conducted annually to provide intensive and sustained "hands-on" production experience with video, photography and other media formats. The Institute serves, too, as a resource for bringing together people, materials and ideas for media utilization in library settings.

A Video Equipment Loan Program make portapak equipment available to libraries for negotiated periods of time. The purpose of the loans is to help libraries institute video projects that demonstrate the viability of this medium within the library's plan of service. More than twenty loans were made in the past year. The unit also advises public libraries in the use of LSCA project funds where video or some other media format is a strong program component.

A television/audiovisual demonstration and production center is available for training and for individual use by public librarians engaged in production projects. Video editing and post-production is a common activity. Some equipment is also available for copy-stand photography, slide-tape production and Super-8 filmmaking.

A collection of locally-produced videotapes is maintained in the Video Clearinghouse. Most of these tapes were produced in libraries and can be duplicated for any requesting library who supplies a blank tape. About 70 titles of general interest are currently included in the catalog.

Placement and Referral

The Placement and Referral Center acts as a go-between for those seeking library positions in Massachusetts and those employing authorities seeking to hire librarians. The Center refers qualified applicants directly to available library positions that are listed with the Placement Job Bank. Job-seeking librarians can register with the free referral service by submitting vita and an application specifying areas of interest, salary requirements and geographical preference. Candidates' files are then classified according to these factors.

Upon receiving job descriptions from employers, the Placement Coordinator searches the files for individuals who meet job specifications. A packet of these candidates' resumé is sent to the employing library which in turn contacts its choices for personal interviews. All candidates whose resumé are sent to available positions are notified and supplied with a brief job description, salary range and name of contact person.

The Placement Referral unit's applicant file includes Bachelor degree supportive candidates, MLS graduates, subject specialists, certified school librarian/media specialists, as well as Ph.D and administrative librarians.

The unit also coordinates the Minority Fellowship Program offered by the Board of Library Commissioners in cooperation with Simmons College School of Library Science. The grants, first offered for

the 1975-76 academic year, are available to minority college graduates who demonstrate a high level of academic ability combined with a commitment to serving people in the institutional or public libraries of the State. Federally funded through the Library Services and Construction Act, each grant offers full tuition payment and a stipend for one year full-time study at Simmons. Each fellow serves a practicum at the Board office, and in a public library or an institutional library.

The Unit compiles and distributes library science course listings for Massachusetts and the Northeast three times a year for fall, spring and summer sessions.

Planning and Research

The Planning and Research Unit is responsible for developing means by which library services can be studied at the state level, as well as analyzing, evaluating, and monitoring the current state of library services in the Commonwealth. These activities provide support and direction to the programs initiated by the Board as it fulfills its leadership role in the development of improved library and information services. At the same time, these activities support the planning and budgeting efforts of individual libraries.

Results of the Unit's annual survey of public libraries' statistical information are published in the "Data for Massachusetts" series which includes the annual Comparative Public Library Report, and Public Library Personnel Report, as well as irregular publications such as the Public Library Analytic Report, FY 1976.

The unit has also initiated a clearinghouse of materials on library automation. Its function is to provide the information necessary to increase librarian's awareness of automation and to promote informed decision-making where computers in libraries and inter-library cooperation is involved.

In addition, the unit is responsible for monitoring legislative and judicial activities in the areas of copyright and intellectual freedom. Statutory and case law, as well as the positions of the professional library associations, are reported to increase librarians' awareness of their rights and responsibilities. Consulting assistance is provided to librarians who are developing staff training or library programs, establishing procedures for implementing requirements of the new copyright law, or developing library policy in the areas of materials selection, confidentiality, or copyright.

Planning and Research staff provide consulting service in the areas of library budgetary planning and personnel administration. Assistance offered in the planning area includes constructing

survey instruments and conducting surveys, developing budget justifications, analyzing library functions from a systems point of view, and investigating the possible automation of library operations. Aspects of personnel administration for which assistance is provided include collective bargaining, performing job analyses and position classifications, conducting salary surveys and constructing pay plans.

The unit's statewide planning responsibilities involve developing service or funding standards for programs of library services and in conjunction with this activity, collecting and analyzing the data required to recommend such standards. The unit is also responsible for assessing the impact performance standards have on the implementation and operation of state level programs intended to develop and utilize information resources.

Public Information

The Public Information Unit handles the preparation of the monthly newsletter, "MEDIWRITE" as well as the layout and design, formatting, and preparation of bid specifications for other agency publications, such as the annual LSCA Special Project Report and the "Data for Massachusetts" series. These publications are intended to facilitate communication between the Board of Library Commissioners and its constituents. Support services performed by the unit include the maintenance of the agency's mailing lists, mimeograph and off-set printing operations, and bulk mailings.

Press releases for newspaper, radio and television, as well as coverage of public events sponsored by the Board of Library Commissioners, are handled by the Public Information Unit.

State Funded Public Library Programs

CERTIFICATION OF LIBRARIANS

Chapter 78, sections 22 through 31 of the General Laws of the Commonwealth authorizes the Board of Library Commissioners to issue certificates of librarianship for professional and sub-professional personnel. Included under the law are all applicants except school library/media personnel who are certified by the Board of Education.

Applicants for professional certificates of librarianship must meet one of three requirements: (1) graduation with a degree in library science from a library program accredited by the American Library Association; (2) the passing of an examination which, with due consideration of education, professional training,

practical experience, and demonstrated ability, shall satisfy the Board that the candidate is qualified to perform professional work; (3) possession of an unexpired certificate issued by the proper authority in any state in which the requirements for certification are satisfactory to the Board.

Applicants for subprofessional certificates of librarianship must meet one of two requirements: (1) graduation with an Associate of Arts or Science degree in library technology from an institution whose two-year program meets the American Library Association Criteria for Programs to Prepare Library/Media Technical Assistants; (2) six months satisfactory service in a position requiring elementary knowledge of library techniques.

The staff who administer this program review applications, collect necessary supportive documents, issue professional and sub-professional certificates and maintain a register of certified librarians. The staff also makes arrangements for the examination for professional librarian's certification as an alternative for those applicants who do not hold a degree from a library school program accredited by the American Library Association.

DIRECT STATE AID GRANT PROGRAM

Legislation providing state assistance for the improvements of free public library service was first enacted in 1961. Known as the Direct State Aid Grant Program, its purpose is to further develop already existing public library services and to encourage new library programs.

To be eligible to participate, libraries must meet Minimum Standards of Free Public Library Service. These standards are adjusted according to population and relate to the following six areas specifically mentioned in the law. Each participating library must:

1. be open to all residents of the Commonwealth
2. make no charge for normal library services
3. be open a minimum number of hours per week
4. employ a trained library worker
5. expend a reasonable portion of the library's total budget for books and periodicals
6. lend books to other libraries in the Commonwealth and extend privileges to card-holders of other public libraries in the State on a reciprocal basis.

The Board of Library Commissioners periodically revises the standards to reflect policy changes adopted by the Board. Review and revision of the standards is undertaken by a Board-appointed ad hoc committee consisting of public librarians and public library trustees representative of various sized communities.

Currently a per capita grant formula of thirty-seven and one half cents, based on the 1975 State Census, is applied to communities having a population of over 2,000. A matching grant of up to \$1,000, based on the local public library's appropriation is em-

played for communities of less than 2,000 population. In fiscal year 1977, 291 out of 344 potentially eligible municipalities were certified for direct state aid grants. Seven municipalities were not eligible to apply because they either do not have a library or do not appropriate any local funds. Payments to certified communities totalled \$2,074,612. Legislation is currently before the General Court to increase the allotments to municipalities.

The staff who administers this program review applications to see that municipalities meet the standards cited above as further defined by the Board of Library Commissioners. Through written notification, correspondence, and telephone conversations with local non-participating library boards, the staff also work to encourage additional municipalities to participate.

REGIONAL PUBLIC LIBRARY SYSTEM PROGRAM

The concept of regional library systems was recognized as a necessary element in the development and expansion of public library service shortly after the turn of the century. In 1911 the Massachusetts Free Public Library Commission (the present Board of Library Commissioners) subscribed for library privileges at the Berkshire Athenaeum in Pittsfield on behalf of ten small towns in Berkshire County. The total cost of this first experiment in cooperation was \$50.00.

In 1935, the Board of Library Commissioners gave consideration to a plan which would organize libraries into a statewide regional system. These plans came to fruition when an experimental program of regional library service was implemented in 1940 using money from the Works Progress Administration Program. The WPA State-Wide Library Service Project involved the establishment of regional library service in three areas with headquarters in Pittsfield, Greenfield, and Fall River. Bookmobiles for the project were provided by the Massachusetts Library Association, the Massachusetts Library Aid Association and the Massachusetts Federation of Women's Clubs. In 1942 the State assumed financial responsibility for these centers.

The Western Massachusetts Library Federation (WMLF) was a two year venture planned by the Division through a grant received from the Marshall Field Foundation in October 1950. Fourteen small libraries in the Greenfield-Conway area received supplementary book, record and film collections, as well as advisory services. The WMLF project was such a success that the Division's 1953-1954 budget was increased to allow for the incorporation of the project into the Greenfield regional operation.

The Special Administrative Library Commission appointed by Governor Herter and chaired by Dr. Paul H. Buck issued a report in 1956 which resulted in the passage of Chapter 760 of the Acts of 1960. This Act authorized the Board of Library Commissioners to establish a comprehensive statewide program of regional public library service supported by state funds appropriated on a per capita basis. The next decade and a half proved to be years of rapid growth in the

development of regional public library services in Massachusetts. The entire state is served by three regional public library systems at the present time: the Western Region with headquarters at the Springfield City Library; the Central Region with headquarters at the Worcester Free Public Library; and the Eastern Region with headquarters at the Boston Public Library.

The Regional program includes the lending of films and other audiovisual materials and equipment, centralized purchasing of supplies, exhibit and reproduction services, reference and research services, delivery service, bookmobile service, and interlibrary loan service. Current regional funding limits were legislated in 1970 and are based upon the 1975 State census. Legislation is currently before the General Court to increase the level of per capita allotments to the regional systems.

The Board's Regional Coordinator acts as a liaison between the Board and each of the three regional public library systems and each of the thirteen regional and sub-regional libraries with which the Board has contracted to provide regional system services. The coordinator is responsible for making recommendations to the Board on policies, procedures and standards relating to the regional systems.